

# Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp: **17 JUN 16 PM 3:55**

**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☐ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**  
☐ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Information Technology and Innovation Foundation (ITIF)

Travel date(s): May 31 - June 2, 2017

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$579	\$456	\$161	
<input checked="" type="checkbox"/> Actual Amount				

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): See attached

6/16/17  
(Date)

Yan Zheng  
(Printed name of traveler)

[Signature]  
(Signature of traveler)

## TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

\_\_\_\_\_  
(Date)

[Signature]  
(Signature of Supervising Senator/Officer)

April 28, 2017

Yan Zheng  
Congressional Economic Fellow  
Senator Chris Coons  
Washington, DC

Dear Yan:

I would like to invite you to participate in the next ITIF Education Series Staff Trip — periodic bicameral, bipartisan trips with House, Senate and Administration staffers to high-tech hubs around the country — and travel with us to San Francisco and Silicon Valley, California Wednesday, May 31 through Friday, June 2, 2017.

Over the past decade, ITIF has hosted Hill staff and administration officials on these educational tours to visit innovative companies — large and small — in a variety of sectors, from IT and telecom and media, to biotechnology and clean energy. We visit cutting-edge organizations and actually see how technology is being developed by talking with the engineers, scientists and entrepreneurs doing the work.

In the past, we have toured highly secure facilities to see where the Internet actually comes together. We have visited laboratories and heard from experts working on biotechnology cures for chronic human diseases, seen facilities dedicated to developing desk-top machines that will sequence a human genome for under \$1,000, and had discussions with leaders dedicated to developing the most advanced artificial intelligence software in the world. We have walked incredible factory floors and seen advanced thin film solar arrays being manufactured, glimpsed room-size digital offset printers, walked in the giant hangers where composite jet airplanes are made, and seen how the most advanced digitally animated movies are made.

We have talked with world-leading technology executives and futurists to hear how innovations like advanced wireless and quantum computing may change our world over the next decade. And we have had fascinating dinner conversations with leading venture capitalists, university presidents and others on the key issues affecting the U.S. innovation and entrepreneurial economy.

We expect this trip to be no different — especially since we expect to have about 20 staffers like you joining us. We anticipate a packed schedule, likely to include stops at Merck, Google, IBM, Jet.com, Ubisoft and others, along with lively policy discussions over dinner each night.

We would love for you to participate in what we know will be another great trip and take advantage of the opportunity to see innovation in action. This is a great opportunity to engage in rich discussions and dialogues with leading innovation companies and thinkers.

I have taken the liberty of including a tentative schedule below:

**Wednesday, May 31:**

Morning flight from Washington, DC (DCA) to San Francisco (SFO) followed by site visits in the afternoon and a dinner discussion in the evening.

Thursday, June 1:

Company site visits beginning first thing in the morning in San Francisco, additional site visits in Silicon Valley, then a roundtable dinner discussion.

Friday, June 2

Final company site visits in Silicon Valley before an afternoon flight home to DCA.

All travel expenses and meals are paid for by ITIF and the trip complies with House, Senate and administration rules governing privately sponsored travel. As you know, the House and Senate Ethics Committees require trip attendees to complete an often lengthy process prior to travel.

ITIF is a non-profit, non-partisan public policy think tank committed to articulating and advancing a pro-productivity, pro-innovation and pro-technology agenda internationally, in Washington and in the states. ITIF focuses exclusively on innovation, productivity, and digital economy issues all in the context of expanded global integration. ITIF is a 501(c)(3) organization governed by a board of distinguished IT and innovation policy leaders and experts. For more information, visit [www.ITIF.org](http://www.ITIF.org).

Please feel free to contact me at [ratkinson@itif.org](mailto:ratkinson@itif.org) with any questions.

We look forward to hearing from you.

Sincerely,



Robert D. Atkinson, Ph.D.  
Founder & President, ITIF



**EMPLOYEE PRE-TRAVEL AUTHORIZATION**

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Yan Zheng

Employing Office/Committee: Office of U.S. Senator Chris Coons

Private Sponsor(s) (list all): Information Technology and Innovation Foundation (ITIF)

Travel date(s): May 31 - June 2, 2017

*Note: If you plan to extend the trip for any reason you must notify the Committee.*

Destination(s): San Francisco and Palo Alto, California

Explain how this trip is specifically connected to the traveler's official or representational duties:

As a Congressional Economic Fellow working on innovation and technology policy, I plan to learn about challenges and lessons-learned from startups in Silicon Valley and how they can be applied to innovation and small business startup programs in Delaware.

Name of accompanying family member (if any): None

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

5/1/17  
(Date)

[Signature]  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

Senator Coons hereby authorize Yan Zheng  
(Print Senator's/Officer's Name) (Print Traveler's Name)

I am an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

6/1/17  
(Date)

[Signature]  
(Signature of Supervising Senator/Officer)

## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors):  
Information Technology and Innovation Foundation (ITIF)
2. Description of the trip:  
Education Series Staff Trip to San Francisco and Palo Alto, California
3. Dates of travel: May 31-June 2, 2017
4. Place of travel: San Francisco and Palo Alto, California
5. Name and title of Senate invitees: See Attachment 1
6. I certify that the trip fits one of the following categories:  
☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.  
- OR -  
☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.  
- AND -  
☒ I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I certify that:  
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.  
- AND -  
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

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11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

ITIF is the sole sponsor, and is organizing and executing all aspects of the trip.

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13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

See Attachment 2.

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14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

See Attachment 3.

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15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

See Attachment 4

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$780	\$437	\$160	
<input type="checkbox"/> Actual Amounts				

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The events planned during the trip are all arranged and organized specifically with regard to

Congressional participation.

18. Reason for selecting the location of the event or trip

See Attachment 5.

19. Name and location of hotel or other lodging facility:

San Francisco Marriott Union Square, 480 Sutter Street, San Francisco, CA 94108

Comfort Inn Palo Alto, 3945 El Camino Real, Palo Alto, CA 94306

20. Reason(s) for selecting hotel or other lodging facility:

Cost, availability, central locations.



21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

See Attachment 6

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Coach class travel on a commercial airline and ground transportation via multi-passenger van will be provided.

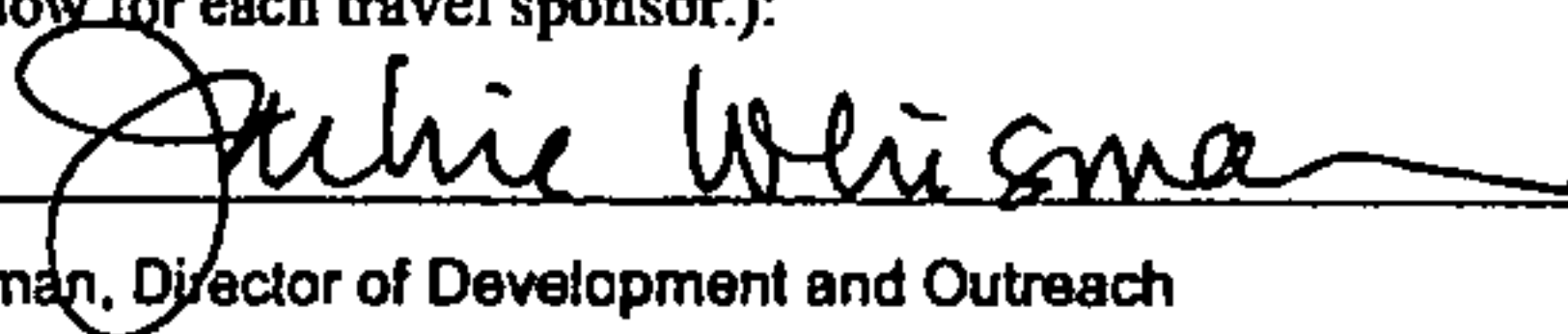
23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor:



Name and Title: Jackie Whisman, Director of Development and Outreach

Name of Organization: Information Technology and Innovation Foundation

Address: 1101 K Street, NW, Suite 610, Washington DC 20005

Telephone Number: 202-626-5748

Fax Number:

E-mail Address: JWhisman@itif.org



**ITIF Education Series Staff Trip  
May 31 – June 2, 2017**

**Wednesday, May 31, 2017 – San Francisco**

- |                        |  |
|------------------------|--|
| <b>8:30 AM EST</b>     | <b>United Airlines Flight 2042 Departs DCA</b>   |
| <b>11:35 AM PST</b>    | <b>United Airlines Flight 2042 Arrives SFO</b>   |
| <b>12:00 PM</b>        | <b>Group Transportation Departs SFO</b> <i>(Boxed Lunch Paid for by ITIF)</i>  |
| <b>12:30 – 2:00 PM</b> | <b>Visit and Discussion at Lucasfilm</b><br>Staffers visit with executives, engineers and visual effects artists from Lucasfilm and Industrial Light and Magic. They will learn about the intersection of art and technology through technology demonstrations and interactive discussion with those on the front lines in this area. Throughout the demonstrations and discussion they will see how the business of film production both leverages and drives technology innovation, as well as how the film and visual effects business is impacted by trade, intellectual property and tax policy.<br><i>1 Letterman Drive, Building B (Entrance at Yoda Fountain), San Francisco</i>   |
| <b>2:30 – 4:00 PM</b>  | <b>Product Demos and Discussion at AT&amp;T Flagship Store</b><br>Visitors will be able to see industry-leading consumer IoT products, including interactive television offerings, smart home technologies, and connected car demonstrations. Guests will also be able to try out virtual reality headsets and see consumer drones, and AT&T will show how their network is powering all of these emerging technologies. The product demos will be followed by a discussion of community investment and public policy initiatives.<br><i>1 Powell Street (Enter on Cyril Magnin Street), San Francisco</i>   |
| <b>4:30 – 6:00 PM</b>  | <b>Visit Yelp</b><br>Staffers will be exposed to the company's multiple commercial verticals, including our user review software, Eat24 food delivery platform, and Yelp Knowledge platform. To continue to innovate within these verticals, we are working on/with technologies that are at the forefront of many conversations in Washington, DC; these include machine reading, virtual reality, online advertising, and privacy policies. Staffers will also see a short presentation that chronicles what Yelp has done within the policy space — examples include: partnering with cities and counties to include restaurant inspection information, adding a gender-neutral restroom attribute to our site, and advocating for the passage of the Consumer Review Fairness Act in 2016 — as well as goals for 2017 and legislative accomplishments thus far.<br><i>140 New Montgomery Street, San Francisco</i> |
| <b>6:30 – 8:00 PM</b>  | <b>Dinner Discussion with San Francisco Venture Capital Community</b><br>ITIF has invited a number of local venture capitalists and startup entrepreneurs to participate in this roundtable dinner discussion. The discussion is meant to help staffers understand the startup ecosystem in the San Francisco/Silicon Valley region generally, but we will also focus more specifically on cybersecurity   |

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and how governments and the private sector can ensure the security and resiliency of computers and networks. The invited guests from the venture community have all either run or invested in startup companies that focus on cybersecurity solutions, and will be able to offer their insights on the real-world implications of this critical and complicated policy issue.

*Boudin Bistro, 160 Jefferson Street, San Francisco*

*Dinner Paid for by ITIF*

Overnight                      **San Francisco Marriott Union Square**  
*480 Sutter Street, San Francisco*

**Thursday, June 1, 2017 – San Francisco & Silicon Valley**

8:40 AM                      **Group Transportation Departs Marriott Union Square**

9:00 – 10:30 AM            **Ubisoft Gaming & Software Company**  
Participants will hear from the leadership team at the video game publisher Ubisoft, who will provide an overview of the company and the policy challenges faced by the video game industry, including content regulation, intellectual property protections and the enforcement of copyright laws on the federal level, and how state and local legislators can help cultivate welcoming environments for computer and video game companies.  
*361 Brannan Street (Entrance in Alley), San Francisco*

10:30 – 11:30 AM           **Drive Time to Silicon Valley (Boxed Lunch Paid for by ITIF)**

11:30 AM – 1:00 PM       **Tour of Akamai's Network Operations Command Center (NOCC)**, which provides a compelling view of real-time traffic conditions on the Internet. Participants will also have the opportunity to meet with Akamai President Rick McConnell and other company executives to discuss the company's latest efforts to help make the Internet fast, reliable, and secure.  
*3355 Scott Boulevard, Santa Clara*

1:30 – 3:00 PM            **Visit Equinix**  
Tour of Equinix data center and discussion of the policy implications of connecting all of the major network carriers and Internet exchanges in the world.  
*11 Great Oaks Boulevard, Palo Alto*

3:30 – 5:00 PM            **Merck**  
Merck will offer an introduction to the company, an overview of their Palo Alto location, which houses their biologics research center, and will discuss their recent expansion into the South San Francisco biomedical community. Guided lab tours will focus on Protein Sciences, Expression and Profiling, Pharmacokinetics and Hybridoma, and guests will have the opportunity to hear directly from the scientists conducting the research before a discussion of relevant policy proposals affecting that work.  
*975 South California Avenue, Palo Alto*

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5:30 – 7:30 PM      **Dinner and STEM Presentation with San Francisco 49ers**  
Participants will hear from the leadership team of the 49ers STEM Leadership Institute, a public/private partnership between the San Francisco 49ers, the Silicon Valley Education Foundation, and the Santa Clara Unified School District that prepares students to pursue STEM majors at top-tier universities.  
*Montana Loft at Levi's Stadium, 4900 Marie P. DeBartolo Way, Santa Clara*  
*Dinner Paid for by ITIF*

Overnight      **Comfort Inn at Stanford**  
*3945 El Camino Real, Palo Alto*

**Friday, June 2, 2017 – Silicon Valley**

7:30 – 8:10 AM      **Continental Breakfast Available at Comfort Inn**

8:10 AM      **Group Transportation Departs Comfort Inn**

8:30 – 9:30 AM      **Visit and Discussion at VMware**, which will provide an overview of emerging technologies and policy challenges associated with the Internet of Things, cybersecurity and mobility space. Participants will also have the opportunity to meet with VMware leadership to discuss ways the company is making datacenters and networks more secure, and how state, local and federal governments can support these efforts.  
*3401 Hillview Avenue, Palo Alto*

10:00 – 11:30 AM      **Google**  
Staffers will have an opportunity to meet with "Googlers" on various product and policy teams, as well as a chance to see the latest products Google is working on.  
*1600 Amphitheatre Parkway, Mountain View*

12:30 PM      **Flight Check In**

1:45 PM PST      **United Airlines Flight 2046 Departs SFO**

10:06 PM EST      **United Airlines Flight 2046 Arrives DCA**

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# PRIVATE SPONSOR TRAVEL CERTIFICATION FORM – SENATE ATTACHMENTS

ITIF Staff Education Series Trip to San Francisco and Silicon Valley, CA – May 31-June 2, 2017

## ATTACHMENT 1 – Question 5:

Stephanie	Akpa	Senator Elizabeth Warren
Geoff	Antell	Speaker Paul Ryan
Cyrus	Artz	Rep. Virginia Foxx
Meghan	Badame	Rep. Duncan Hunter
Ashley	Baker	Rep. Marc Veasey
Chris	Bates	Senate Judiciary
Jon	Burks	Speaker Paul Ryan
Cort	Bush	Senate Commerce
Dustin	Carmack	Rep. Ron DeSantis
Steve	Chartan	Senator Ted Cruz
Jay	Cho	Rep. Robin L. Kelly
Robert	Cogan	House Budget Committee
Drew	Colliatie	House Science, Space and Technology Comm
Jennifer	Duck	Senate Judiciary
Bobby	Cornett	Rep. Trent Franks
Aaron	Dunn	Senator Gary Peters
Stephen	Dwyer	Minority Whip Steny Hoyer Leadership Office
Alex	Graf	Senator Debbie Stabenow
Tyler	Grimm	Rep. Darrell Issa
Graham	Haile	Rep. Mark Meadows
Mike	Harney	Senator Mark Warner
Paulette	Hernandez	Department of Commerce
Thomas	Hester	Chairman Michael McCaul
Matt	Klapper	Senator Cory Booker
Adam	Lachman	Senator Angus King
Kim	Lipsky	Sen. Commerce, Science, Trans
Sam	Love	Senator Cory Gardner
Rafi	Martina	Senator Mark Warner
Sean	McLean	Senator Ted Cruz
Amy	Murphy	Rep. Joe Barton
Jessica	Nalepa	Chairman Michael McCaul
Samuel	Negatu	Rep. Matthew Cartwright
Kristen	O'Neill	Rep. Gene Green

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Douglas	Petersen	Senate Finance
Joe	Petrzelka	Senator Dianne Feinstein
John	Piazza	House Science, Space and Technology Comm
Ashok	Pinto	Senate Commerce
Beatrice	Pollard	Senator Chuck Schumer
Angela	Ramirez	Rep. Ben Ray Lujan
Claire	Sanderson	Senator John Cornyn
Claire	Sanderson	Senator John Cornyn
Patrick	Satalin	Rep. Peter Welch
Hannah	Schiller	Rep. Pete Roskam
Rachel	Schwegman	Rep. Bob Latta
Chris	Slevin	Senator Cory Booker
Josh	Snead	Ways and Means, Trade Subcomm
Lauren	Soltani	Rep. Suzan DelBene
Shannon	Sorensen	Rep. Jason Chaffetz
Pete	Spiro	Rep. Ro Khanna
Danielle	Steele	Rep. Michael Burgess
Bryn	Stewart	Senator John Barrasso
Bryn	Stewart	Senator John Barrasso
Curtis	Swager	Senator Cory Gardner
Philip	Swartzfager	Rep. Bruce Poliquin
Kara	Van Stralen	Senator Maggie Hassan
Eric	Wall	Senator Chris Coons
Scott	Wilson	Rep. Anna Eshoo
Brian	Winseck	Senator Chris Coons
Erica	Woods	Oversight & Management Efficiency Subcomm
Yan	Zheng	Senator Chris Coons

## ATTACHMENT 2 – Question 13:

ITIF is a non-partisan think tank whose mission is to formulate and promote public policies to advance technological innovation and productivity. Recognizing the vital role of technology in ensuring American prosperity, ITIF focuses on innovation, productivity and digital economy issues. Our interest in the trip is to help staff better understand how new technologies and technology applications are developing and what the trends are likely to be in the future, so that they can better understand and respond to the technological challenges facing our nation. ITIF is a 501(c)(3) nonprofit organization founded in 2006; the organization is co-chaired by former members of Congress Vic Fazio and Phil English, and governed by a board of distinguished IT and innovation policy leaders and experts. Senators Chris Coons and Orrin Hatch are the Foundation's Honorary Senate Co-Chairs, and Congresswoman Anna Eshoo and Congressman Darrell Issa are the Foundation's Honorary House Co-Chairs.

This trip is part of the “ITIF Education Series” – a set of regular trips with Members of Congress and/or senior House and Senate staff to high-tech and innovation hubs around the country to hear from company leaders about new developments and issues, and to participate in educational forums on IT and innovation policy issues.

**ATTACHMENT 3 – Question 14:**

We have traveled to Palo Alto, California each year since 2010 with at least 20 staffers on each trip. Over the years, we have also organized trips to Portland, OR, Seattle, WA, Los Angeles and San Diego, CA, Philadelphia, PA and Boston, MA, and we host an annual policy retreat in Miami, FL featuring Members of Congress and senior staff.

**ATTACHMENT 4 – Question 15:**

ITIF is committed to articulating and advancing a pro-productivity, pro-innovation and pro-technology public policy agenda internationally, in Washington, and in the states because we understand the vital role of technology in ensuring American prosperity. We are the leading resource for elected officials, their staff and the media who rely on our ongoing policy reports, forums and policy debates to ensure that new and creative policy proposals are helping advance innovation, analyzing and making recommendations to update existing policy issues through the lens of innovation and productivity, and opposing policies that hinder innovation.

**ATTACHMENT 5 – Question 18:**

ITIF has selected San Francisco and Silicon Valley, California for this trip because these cities play a very important role in innovation and technology in the United States. This trip will give staff the opportunity to see actual technology demonstrations and presentations by top technology leaders.

**ATTACHMENT 6 – Question 21:**

ITIF has secured a group rate at the San Francisco Marriott Union Square for \$250 per night and the Comfort Inn Palo Alto for \$187 per night. These rates are equal to the government per diem rates in each city in June.